USDA Forest Service Rural Community Assistance Program
Application Summary Form

1. Applicant City of Elgin

   Phone 503-437-2253 FAX 503-437-2253

   Address PO Box 128
   Elgin, OR 97827

2. Project Coordinator *(Name & Title)* Kevin Cooper, KJC Consulting

   Organization/Jurisdiction Contractor/City of Elgin

   Phone 503-437-8383 FAX 503-437-8383

3. Is this an application for an action plan development grant? Yes ☐ No ☑

   Is this an application for a project implementation grant? Yes ☑ No ☐

4. Project Title: Hunaha Park Project

5. Brief Project Description: Construct an RV Park to help Elgin begin developing a tourism component in its economy

6. Project Location: Elgin, OR County: Union

   Congressional District: 2nd

7. If the applicant is an unincorporated area, define the geographic area being represented:

   What not-for-profit corporation or institution is representing you?

---

8. The Forest Service has reviewed this application at the local level. This application supports a funding request for action plan development or for a project implementation proposal.

Forest Supervisor | National Forest | Date

I hereby certify that I am authorized by:
to submit this application to the USDA Forest Service, Pacific Northwest Region.

Name Randy McKave Title Mayor

Signature Date 6-27-95

Work Plan:

The City of Elgin will put the construction out to bid and reserves the right to split the work into two or more bids to achieve the best possible price for the work. The city will conduct part of the work itself in cooperation with the Union County Road Department. The work has not been bid out at this time because construction will be scheduled for the spring and early summer of 1996. Contractors are not usually willing to agree to performing contractual work on a fixed price contract a year in advance.

Over the past three years, the city and Union County have entered into cooperative agreements for chip sealing of streets. During this period the city paid for the rock, oil base, and fuel for the road equipment while the county donated the use of its equipment and construction crew. This has resulted in significant cost savings to the city while allowing the county to keep its road crew busy during the paving season at a minimal cost. Oregon statutes allow for this type of cooperative intergovernmental agreement as a cost savings measure.

Work on the park will begin in the fall of 1995 with bidding out final engineering with a completion date of May, 1996. Initial construction will be performed by the City of Elgin's Public Works Department in the fall of 1996. They will dig trenches and install underground utilities, prepare the road base, and begin landscaping rehabilitation of the site. The paving will be scheduled for the summer of 1996. The City of Elgin will request bids in the summer of 1996 for construction and will begin no later than October, 1996. Donations of trees, shrubs, installation of camping amenities, and finish work on other items will be completed in June, 1996. Grand opening of the park will be scheduled June 20, 1996.

The City of Elgin will retain control over the work plan. The city will modify the work plan and budget as needed during the project construction phase to insure the project is completed within budget and includes the major components of the project.

The city may bid the project out in as many as three components: construction of buildings, installation of camping amenities (fire pits, picnic tables, benches, etc), and finish landscaping. Individual contractors will not be limited to the number of project components they could bid on but will be required to post bonds or cash deposits with their bids.

Construction will be administrated by the City of Elgin and may be put out to bid as a separate work item. The grant funds will also be handled by the city and will conform to audit requirements. All donations and in-kind work will be documented as part of the administration process.

Evaluation:

No significant modifications are expected on the project as cost estimates and plan approval were made in May and June of 1995. The Elgin City Council will retain authority to amend the work plan and will receive input from the Elgin 2010 Committee who will serve in a advisory role on the project.

Construction will be monitored by the City of Elgin or by it designated administrator. Upon completion of construction, the site will be inspected by the Elgin City Recorder, Elgin Public Works Director, Elgin City Public Works Committee, and representatives of the Elgin 2010 Committee. Their inspection will be to insure the construction meets the intent of the design as presented by the architect.

The county building inspector will provide inspection of the project as work is conducted. Upon completion of the final inspection, a notice of completion will be posted at the park. After all waiting requirements have been completed, the city will begin marketing the park for public use.

Budget Narrative:

The total cost of this project is based on estimates from Planwest Associates. The project duration will be approximately twenty (20) months with grant approval assumed to be made in September, 1995 and the first grant activities beginning in October, 1995.

In-kind costs will be financed by the City of Elgin, Union County, or donated by local businesses and individuals.

Project expenses are detailed as follows:

Final Engineering	$22,726
Roads, Parking, & Paving	48,800
Buildings	46,020
Irrigation, Water and Sewer System	55,500
Boat Ramp	6,000
Tables & Benches	7,900
Fire Rings & Grills	7,280
Electrical Service	11,200
Landscaping	43,560
Signs	1,000
Administration	27,271
Contingency	34,089
Total Project Costs	$311,346

Sources of Funding is as follows:

US Forest Service Grant	$234,186	(75.22%)
City of Elgin In-Kind Match	33,500	(10.76%)
Union County In-Kind Match	22,300	(7.16%)
Business & Individual Donations	21,360	(6.86%)
Total Sources of Funding	$311,346	(100.00%)

In-Kind match from the City of Elgin will include labor and use of city machinery for trenching, installing underground utilities, and preparation of the road base. In-Kind match from Union County will include use of paving machinery, labor, and mobilization costs from the county road department. Additional in-kind match will be available from local businesses and volunteers of materials and products. Total Match sources are 24.78% of the total project costs.

Work Plan:

1. Grant Approval:

Forest Service by Sept. 1, 1995

2. RFP for Final Engineering

City by Oct. 10, 1995

3. Accept bid for Final Engineering

City by Nov. 14, 1995

4. Completion of Final Engineering

Engineer or Architect by May, 14, 1996

5. Advertise for construction bids

City of Elgin by July 9, 1996

6. Select Contractors

City of Elgin by Sept. 10, 1996

7. Begin Site Development

City Public Work Department by Sept. 12, 1996

8. Contractor to begin construction

Contractor by Oct. 1, 1996

9. Paving to be Completed

Union County Road Department by August 12, 1997

10. Contractor to complete construction

Contractors by July 20, 1997

11. Close out of grant

City by August 31, 1997

12. Grand Opening of Park

City by Sept. 9, 1997

HUNAHA PARK BUDGET

	USFS	CITY OF ELGIN	UNION COUNTY	DONATIONS	TOTAL COSTS
PROJECT COSTS:					
Roads	$9,000.00	$5,000.00	$18,000.00		$32,000.00
Parking Base	$3,500.00	$7,000.00			$10,500.00
RV Unit Surfacing	$2,000.00		$4,300.00		$6,300.00
Restrooms/Main. Build.	$18,720.00				$18,720.00
Shelter	$27,300.00				$27,300.00
Hydrants/Fountain	$2,500.00				$2,500.00
Water System	$5,500.00	$8,500.00			$14,000.00
Sewer System	$5,500.00	$8,500.00			$14,000.00
Sewer Pump	$9,000.00				$9,000.00
Boat Ramp	$6,000.00				$6,000.00
Tables	$1,400.00			$4,000.00	$5,400.00
Benches	$500.00			$2,000.00	$2,500.00
Fire Rings	$4,160.00				$4,160.00
Char Grills	$3,120.00				$3,120.00
Electrical Lines	$7,200.00				$7,200.00
Electrical RV Hook Ups	$4,000.00				$4,000.00
Trees	$2,000.00			$4,360.00	$6,360.00
Shrubs	$4,200.00				$4,200.00
Turf	$4,000.00				$4,000.00
Irrigation	$11,500.00	$4,500.00			$16,000.00
Entrance Sign	$0.00			$500.00	$500.00
Directional Sign	$0.00			$500.00	$500.00
Landscape Rehab.	$5,000.00				$5,000.00
Topsoil Replacement	$14,000.00			$10,000.00	$24,000.00
Subtotal Construction	$150,100.00	$33,500.00	$22,300.00	$21,360.00	$227,260.00
Administration (12%)	$27,271.20				$27,271.20
Final Engineering (10%)	$22,726.00				$22,726.00
Contingency (15%)	$34,089.00				$34,089.00
Total Project Costs	$234,186.20	$33,500.00	$22,300.00	$21,360.00	$311,346.20

City of Elgin: Work performed will be performed by the City Public Works staff and is primarily preparing road bed, parking base, trenching for underground services, and installing service lines.

Union County: Work will be paving of roads and parking surfaces.

Donations: Primarily donations of materials including top soil, signs, tables, benches, and trees.